

HERITAGE HALL RENTAL GUIDE



Heritage Hall
203 Market Street
Capacity: 70



City of Kirkland
Parks & Community Services Department
(425) 587-3340
www.kirklandwa.gov

HOURS OF OPERATION

Heritage Hall is available to rent from 7:00 a.m. - 11:00 p.m. on an hourly basis seven days a week.

4 hour minimum rental fee is required

Outdoor event music must end by 10:00 p.m.; indoor event music must end by 11:00 p.m.

Rental is not available on the following dates: - 4th of July, Thanksgiving Day, Christmas Eve, Christmas Day, New Years' Eve & New Year's Day, other limitations may apply.

RENTAL FEES & PAYMENT

Day of Week	Time	Rates
Sunday - Thursday	7am - 11pm	\$80/hour
Friday - Saturday	7am - 11pm	\$100/hour
Friday - Saturday (all day rental)	7am - 11pm	\$1500
High Risk application fee may apply		\$25
Damage Deposit required without alcohol		\$300
Damage Deposit required with alcohol		\$500
Military service members and non-profit groups will receive a 10% discount off the rental rates at Heritage Hall		

All fees (rental, deposit & high risk) are due **in full** at the time of application and can be paid by MasterCard, Visa or check made payable to the City of Kirkland. Deposits will be processed on the date received.

Non-profit 501C3 organizations may receive a 10% discount off the rental rate by providing a letter showing proof of their non-profit status at the time of booking. Discount applies to the hourly rental rate only.

Damage deposits are 100% refundable provided the following conditions are met:

- The facility and grounds are left in a clean and orderly manner.
- Use of the facility does not exceed the scheduled time.
- Additional staff time is not required.
- All equipment is accounted for and undamaged.
- Damage to the area or its contents has not occurred.
- All rules and procedures governing alcohol consumption are met.
- All rules and procedures governing City of Kirkland facility use are met.
- The rental is not cancelled with less than 29 days notice.

If the above conditions are not met to the satisfaction of City staff, fees will be deducted from the damage deposit. Please plan ahead when scheduling an event as overtime charges for staff and facility use will be billed. If the cost of cleaning and/or repair of the facility exceed the amount of the damage deposit, the renter will be billed for those additional costs. Janitorial service will be billed according to the current hourly rate paid by the City and repairs will be billed for the full replacement cost incurred.

CANCELLATION POLICY

All cancellations must be made in writing (email is acceptable).

High Risk Application Fee	Non-refundable
90+ days' notice	100% of fees paid will be refunded, less a cancellation fee
60-89 days' notice	50% of the rental fee (Damage deposit will be refunded)
0-59 days' notice	No refund

EMERGENCY CANCELLATIONS BY THE CITY

The City, acting in good faith, may cancel a reservation in circumstances where the facility or park becomes unsafe for the intended use. Such circumstances include but are not limited to: natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. If a rental is cancelled by the City, the customer will receive 100% refund of all paid fees or the customer may choose to move their event to an alternative date of equal cost.

PERMIT CHANGES

Once a Facility Use Permit has been issued, any date, rental time and/or activity change requests must be submitted in writing a minimum of **10 days** prior to the date of use or **30 days** if any high risk activities are involved (email is acceptable). The requested change is subject to approval and receipt of a \$25.00 administrative fee. In addition, if there are changes proposed to any of the answers given on the application submitted after the permit has been issued, these must be reported in conformity with the requirements on the Facility Use Request Form.

INSURANCE & LIABILITY

Renters planning high risk activities will be required to provide proof of general liability insurance and must acknowledge responsibility they will hold the City harmless from any and all claims by any person(s) arising from use of the facility and participation in the host's planned activities.

Please refer to the **Application Requirements for Alcohol Use** document for further instructions (document can be found in the quick links section of web page).

FOOD & BEVERAGES

Food and beverages are welcome. Renters are responsible for the care and condition of any equipment being used and must clean all equipment used.

- Food
Renters have the option of bringing in their own food or having the event catered.
- Catering
The City of Kirkland allows renters to have their event catered. Events in which the caterer stays on-site to perform final preparations and serve food have additional requirements. A catering application will be required.

When insurance is required, please refer to Insurance and Liability section of this document.

- Beverages
Beer and wine are allowed at Heritage Hall, Marina Park, and other locations at the discretion of the Parks and Community Services Director, with pre-approval through the Facility Use Request application process. Please refer to the **Application Requirements for Alcohol Use** document (found in the quick links).

FACILITY ACCESS

Keys are **not** issued to the renter. On the day of the event, an applicant is met by City staff and the doors are unlocked at that time. City staff and the renter meet to conduct an inspection of the Hall, tables and chairs, etc. at the start of the rental time. This inspection time is **required** to ensure the renter is not charged unnecessarily for missing items and/or damage to the Hall. City staff will return 15 minutes before the end of contracted time to conduct an Exit Walk Through/inspection of the Hall. All clean-up and removal of equipment must be complete prior to City staff arrival. If the Hall is not cleaned, and equipment not removed, to City requirements the renter will be charged at double the rental fee till requirements are met. This amount will be deducted from the damage deposit. If damage has occurred or if cleaning/damage fees exceed the damage deposit amount, the renter will be responsible for any amount beyond the Damage Deposit and will be billed.

If the facility is not accessible at the time specified on your permit, please contact the City of Kirkland at 425-864-3431. The facility may be rented to multiple groups on a particular date, so we ask you not to enter the facility until your designated rental time and you depart when scheduled per your rental agreement.

HERITAGE HALL BUILDING SECURITY AND LIABILITY

The doors remain unlocked during the entire rental period as a key to the Hall is not issued, the renter is fully responsible for the security of the Hall for the duration of the rental period. It is required that a person involved with the rental be on site at all times.

HERITAGE HALL OVERSTAY PENALTIES

Overstay fees are charged at double (two times) the hourly Hall rental rate using the appropriate hourly category for calculation.

SET UP & TAKE DOWN

- The rental period **must include the time needed to complete event set up, decorating, deliveries and clean up.** Be sure to consider this when requesting the duration of rental time.
- All food, decorations and supplies used by renters during an event are to be removed at the end of the rental period. Excessive garbage must be bagged, tied and placed next to a trash receptacle.
- It is the responsibility of the renter to leave the facility clean and intact or additional fees may be assessed.
- The City will not be liable for any personal injuries or damage to personal property resulting from set up and take down activities.
- Use caution when making changes to the facility set up so floors and walls are not damaged.
- Cleaning of chairs and tables at the conclusion of the event is required. Use table coverings to protect tables from spills and stains.

LOADING, DELIVERY & STORAGE

Delivery drop off must be arranged during the rental period. Facility staff is not authorized to sign for your deliveries and due to space and security concerns they cannot store items for your event.

DECORATIONS

Freestanding decorations are allowed and must be removed at the conclusion of the event. Please be advised of the following:

- The use of staples, nails, tacks and duct tape is prohibited when affixing decorations to walls. The use of masking/painters tape is acceptable. All tape must be removed when taking down decorations. Hanging decorations from light fixtures is prohibited.
- Rice, birdseed, glitter, confetti, dance wax etc. are not allowed.

PARKING

Due to limited available parking, the City of Kirkland reserves the right to request large groups using City facilities during peak times furnish effective plans for parking, traffic and crowd control. There is no reserved parking included in the Hall rental.

HERITAGE HALL EXTENDED EVENT CAPACITY OPTION MAY THROUGH SEPTEMBER

Capacity within Heritage Hall is 70 people at all times. **Event** capacity, when the Hall is used in conjunction with the Centennial Garden may be increased **during peak weather months of May through September only** from 70 to **125 people maximum** if additional application requirements are met.

To increase *event* capacity to 125 people, the following requirements apply and are due at the time of application submittal:

1. A written statement from the applicant(s) that details:

- at no time will capacity within the Hall exceed 70 people, even in the case of extreme weather, AND
- at no time will event/site capacity exceed 125 people, AND

2. A written plan for how the Centennial Gardens will be utilized to accommodate the increased capacity, even in the case of extreme weather. The plan must include a detailed list of equipment to be used to accommodate guests outdoors (see applicable tent section above).

3. A rough, hand drawn site plan proposing where all equipment is proposed to be placed outdoors. A basic/blank floor plan of the Gardens is available on the City's website.

FLAMMABLE MATERIALS & BARBEQUES

The use of flammable materials is regulated by the City of Kirkland's Fire Department. In compliance with the City Fire Code, flaming food is not permitted at indoor facilities. Additionally, fireworks are prohibited in the City of Kirkland and cannot be used at City facilities. Fuel canisters for warming food, votive and tea light candles that are contained and will not tip over are allowed. Renters can bring self-contained, gas barbecues to use at City facilities that feature outdoor patio areas. Barbeques are not permitted indoors.

SMOKING

City of Kirkland indoor facilities are smoke and tobacco free. Smoking is permitted outside the facility no less than 25 feet away from any entrance/opening, including windows. Use the receptacles provided for proper disposal. Renters are responsible for ensuring outdoor areas are clear of smoking debris at the conclusion of the event.

ADMISSION, FEE BASED MEETINGS/SEMINARS, FUNDRAISING & DONATIONS

Use of a facility for private events that charge admission, fee based business meetings or seminars, include fundraising activities and/or collect donations, may be restricted at the discretion of the director. Event fees, admissions and/or fundraising efforts must disclose this information at the time of application submittal. Additional fees may apply. When admission is charged to attend a private event, the event organizer will be provided an Admission Tax Application and an Admission Tax will apply. Unsolicited donations may be accepted at a Facility Use permitted event. Donations cannot be required to gain access or to attend.

UTILITIES

All generator use must be discussed with the City of Kirkland Building Department at 425-587-3600 to determine whether any additional requirements may apply.

CITY CODES & ORDINANCES

All park users are required to obey City of Kirkland Park use rules and regulations as outlined in the Park Rules section of this guide. The City of Kirkland reserves the right to monitor and establish volume levels. Noise must be at a reasonable level as to not disturb other park users.

TITLE VI

The City of Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or gender in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated may file a complaint with the City. To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425.587.3011 or titlevicoordinator@kirklandwa.gov.

ADDITIONAL DOCUMENTS

Additional rental documents can be found at:

www.kirklandwa.gov/depart/parks/Permits_and_Reservations/Facility_Rentals/heritage_hall.htm